

How to Request Zoning Compliance

What is a Zoning Compliance Certificate vs a Zoning Confirmation Letter

A Zoning Compliance Certificate is a document outlining the zoning and building information of the property in question. The intent is to convey this information to landowners and/or potential purchasers of the property. Once Staff receives a Real Property Report prepared by a Saskatchewan Land Surveyor, Staff must review the files to confirm that the current use of the land and building setbacks comply.

A Zoning Confirmation Letter is a letter stating what the property in question is zoned and what permits have been applied for. A Zoning Confirmation Letter is not a Compliance Certificate since no Real Property Report is submitted for review to confirm setbacks to property lines.

What does the Zoning Compliance Certificate include?

Provided that the location of the buildings as shown on the Real Property Report comply with the minimum side, rear, and front setback, along with the land use requirement of RM of Sherwood No. 159 Zoning Bylaw 07-11 including the issuance of a development permit for the structures, the RM's Development Officer will supply a compliance letter confirming the building location are in compliance with the minimum side, rear, and front yard setback and zoning requirements of the RM of Sherwood No. 159 Zoning Bylaw 07-11. No representation is made with reference to setbacks as provincially regulated or setbacks from the top of a bank, steep slope, within the 1 in 100 year flood line, or Provincial regulations such as building, plumbing, electrical, or gas codes. The information provided reflect the results of existing RM of Sherwood No. 159 Planning and Development files only. No inspection of the property is provided. The Compliance does not include review of tax and assessment information or easement and interests registered at ISC (Land Titles). The Compliance will include information on permitted and discretionary uses of the property.

Who can apply for a Zoning Compliance Certificate or Zoning Confirmation Letter?

Any interested party (i.e. property owner, potential purchaser, real estate agent, lawyer, etc.) may apply.

How do I request a Zoning Compliance Certificate?

Requests are to be accompanied by the applicable fee set out in the Planning Fees Bylaw and an original Real Property Report prepared and signed by a Saskatchewan Land Surveyor and dated no earlier than 5 years from the date of the receipt of the request. If the report is dated earlier than 5 years, the RM will require a Statutory Declaration from the landowner or surveyor certifying that there have been no physical changes to the property since the report has been prepared. Issuance of Certificates vary in timeline however can be issued within 10 days of receiving the requests.